



Sick and Safe Leave Timekeeping Reporting

Montgomery County's Earned Sick and Safe Law is effective October 1, 2016. Regular and Temporary employees must record time differently.

REGULAR Employees: Do not earn Sick and Safe Leave, but must use a Reason Code to designate Sick and Safe Leave qualifying absences using the following leave types.

Pay Codes:

Sick Leave
Sick Leave – Unscheduled
Family Sick Leave*
Family Sick Leave – Unscheduled*
PTO – Paid Time Off (if applicable)
Leave without Pay (LWOP)

* Note: Sick and Safe Leave expands the definition a Family Member. An employee may use up to 80 hours of the 120 Family Sick Leave Hours for Sick and Safe leave purposes in a leave year.

Leave Accrual Categories

TOTALS & SCHEDULE	ACCRUALS	AUDITS
Accrual Profile FT PT EMPLOYEES		
Accrual Code	Balance on Selected Date	Units
ANNUAL LEAVE	153.58	Hour
COMP LEAVE	79.0	Hour
COMP LEAVE SUPP	0.0	Hour
FMLA	0.0	Hour
MC GEO SLB	0.0	Hour
PAID TIME OFF	0.0	Hour
PARENTAL	0.0	Hour
PERSONAL DAY	1.0	Day
RELIGIOUS LEAVE	0.0	Hour
SICK AND SAFE LEAVE	0.0	Hour
SICK LEAVE	291.68	Hour

Timecard reporting should be recorded in the following manner:

Step 1) First indicate the appropriate Leave Code: *Sick Leave /Family Sick Leave/ Paid Time Off (PTO) or Leave Without Pay (LWOP)*

Step 2) Add Reason Code: *SICKSAFE* to the transfer section.

Week starting: Sun 7/08						
Pay Code	Transfer	Sun 7/08	Mon 7/09	Tue 7/10	Wed 7/11	
Hours Worked			8.0			8.0
Sick Leave	////SICKSAFE//			8.0		
			8.0	8.0		8.0

(For help on how to Search for a Reason Code, See: [Employee Tasks Job Aid](#))

Step 3) Add Provisioned FMLA and/or PARENTAL tracking codes (if applicable)

Step 4) Save timecard





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TEMPORARY Employees: Earn one hour of Sick and Safe Leave for every 30 hours worked.

Pay Codes:

Sick and Safe Leave

Leave Accrual Categories

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Accrual Profile FT PT EMPLOYEES			
Accrual Code	/	Balance on Selected Date	Units
ANNUAL LEAVE		0.0	Hour
COMP LEAVE		0.0	Hour
COMP LEAVE SUPP		0.0	Hour
FMLA		0.0	Hour
MC GEO SLB		0.0	Hour
PAID TIME OFF		0.0	Hour
PARENTAL		0.0	Hour
PERSONAL DAY		0.0	Day
RELIGIOUS LEAVE		0.0	Hour
SICK AND SAFE LEAVE		46.0	Hour
SICK LEAVE		0.0	Hour

Timecard reporting should be recorded in the following manner:

Step 1) Select the Leave Code: *Sick and Safe Leave*

Step 2) Search and Add Reason Code: *SICKSAFE* to the transfer section.

Save Actions Punch Amount Accruals Comment Reports					
Week starting: Sun 7/08					
	Pay Code	Transfer	Sun 7/08	Mon 7/09	
<input checked="" type="checkbox"/>	Sick and Safe Leave	///SICKSAFE//	5.0	5.0	
			5.0	5.0	

(For help on how to Search for a Reason Code, See: [Employee Tasks Job Aid](#))

Step 3) Save timecard

Review Page 3 for tips on how to monitor Sick and Safe Leave compliance.





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Sick and Safe Leave Compliance Tips:

Note: A temporary or seasonal employee may carry over up to 56 hours of sick and safe leave and may use up to 80 hours of sick and safe leave in a leave year. The carry over process is automated. Managers must monitor year to date Sick and Safe Leave usage, and determine if a temporary employee has used more than 80 hours of Sick and Safe Leave.

Use the *Leave Used* Genie,

In the Show field, select the HyperFind: *_Temporary Employees*;

In the Time Period field, select *Range of Dates for the Leave Year*

- Sort the Sick and Safe Leave Column with the highest amount top
- Reduce pay period Sick and Safe Leave for anyone over 80 hours

Timecard | Schedule | People | Reports

LEAVE USED
Last Refreshed: 2:19PM

Show *_Temporary Employees* Edit
Time Period *1/07/2018 - 9/13/2018, Range of Dates* Refresh

Actions	Amount	Accruals	Schedule	Person											
Employee Name	2/	Emp ID	Total Admin	Total Sick	Total Annual	Total PTO	Total Personal	Total Comp Leave	Holiday Leave	Military Leave	Religious Leave	Total Sick and Safe Leave	1	Total Other Leave	Total Unpa Leave
ROBINSON, DONNA E.	...	20800					8.0					77.87			
WILLIAMS, JAMES	...	20801					8.0					70.15			
WILLIAMS, JAMES	...	20802										64.17			
WILLIAMS, JAMES	...	20803										64.0			
WILLIAMS, JAMES	...	20804										64.0			

Note: The intent of sick and safe leave is to replace earnings to a temporary or seasonal employee who is unable to work. The Sick and Safe Leave should not be applied to a timecard to cause an employee to exceed more than 40 hours toward schedule in a week. Excess Hours for Temporary Employees should be avoided, when possible.

Use the *Check Overtime* Genie,

In the Show field, select the HyperFind: *_Temporary Employees*;

In the Time Period field, select the appropriate Pay Period or Range of Dates

- Review Timecards of Temporary Employees for use of Sick and Safe Leave
- Reduce pay period Sick and Safe Leave, as appropriate.

CHECK OVERTIME
Last Refreshed: 2:31PM

Show *_Temporary Employees*
Time Period *Current Pay Period*

Actions	Amount	Accruals	Schedule	Person											
Dept Division	1/	...	Employee	Emp ID	OT Hrs Paid OT	OT Hrs Comp Lv Earned	Total OT Hrs	2							
BOE 24 Election...	...		ROBINSON, DONNA E.	20800	2.5		2.5								
BOE 24 Election...	...		WILLIAMS, JAMES	20801	2.0		2.0								
BOE 24 Election...	...		DOUGLASS, JULIA A.	20802	1.5		1.5								

